

First of all, **bring everything with you to the recharter turn-in that you printed out after submitting your roster to the Council**, which is the last step of the Internet Rechartering Program.

Here are the most common reasons why recharter packets aren't accepted the first time they are turned in.

1. The Chartered Org Rep and/or the Unit Leader (CM, SM, or Crew Advisor) **signatures are missing on the cover page** (the page where the fees are printed).
2. Prorata fees are not paid for new members whose applications are being turned in for the first time at the recharter turn-in. Calculate the prorata fees using the Registration and Boys' Life Fees Sheet that's in the recharter packet.
3. Processing transfers when you recharter. Refer to the instruction sheet asking you not to process transfer applications at recharter. The program may not include their annual fees in the recharter annual fees calculation.
4. **Missing applications that were listed as required to be turned in.** FYI: Previous Tiger Cub Adult and ScoutParents need to fill out applications since they haven't filled out applications previously (if they just checked off a box on their son's applications previously).
5. **The background waivers section is not filled out** on the adult application and the questions or the blanks in the far right column of the Adult Application aren't filled out. Everything on an Adult Application needs to be filled in.
6. **No COR, Committee Chair, or applicant signatures** on the adult applications.
7. Lack of preparation to show us YP confirmations.
8. Refer to the Youth Protection Record attachment to the November 3rd email. At the Summary Stage, just before you submit your roster to the Council, click on and open up the "Update Member" pages and print them out. Refer to an example of one of those pages in the attachment. This page shows the status of each registered leader's Youth Protection training. You must bring these "Update Member Data" pages with you to the recharter turn-in. If you don't bring these pages, you will need to bring YP confirmations for every registered adult to the turn-in. Without printing out those pages, we have no way of knowing who is trained or not YP trained in your unit.
9. **Missing YP confirmations** - every registered adult indicated as not current on their YP training must have a YP trained confirmation, or you need to delete them off the roster. Confirmations are required for all registered leaders including the Chartered Org. Reps. and all Committee Members. **We will be going down your final printed roster and asking for confirmations for each name.** Be prepared to delete a name at the turn-in if you don't have a YP confirmation for someone.

Please pass this email along to the person preparing the recharter and to the person who will be bringing the recharter package to the turn-in.